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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Rehabilitation Specialist I

NUMBER: 16-14

JOB CODE: R2000

POS. #: 8846019

SALARY RANGE: 60 (\$26,464.80 - \$39,290.40)

DATE: May 6, 2016

JOB LOCATION: Bryce Hospital, Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: Bachelor's degree with major course work in the field of rehabilitation, vocational education or other related field. Some experience (12 months or more) in psychiatric recovery, rehabilitation or vocational rehabilitation. **Or**, High school diploma or GED equivalency. Extensive experience (60 months or more) in psychiatric recovery, rehabilitation or vocational rehabilitation.

KIND OF WORK: Organize and supervise the Work Activity Center including patient payroll. Direct and supervise assigned patients in therapeutic work activities. Ensure compliance with Department of Labor regulations and Fair Labor Standards Act (FLSA). Collect, compile, update and maintain files and information (paper and computer) relating to patient workers. Process referrals for work therapy. Plan, implement and evaluate therapeutic interventions to address the assessed needs of assigned patients. Supervise and evaluate performance of assigned staff. Attend staff meetings and in-service education as directed by supervisor. Substitute for vocational services staff as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of vocational practices and assessment techniques. Knowledge of therapeutic interventions including psychiatric recovery concepts. Knowledge of treatment planning. Knowledge of the demands of available work sites. Knowledge of State, Federal, and ADMH policies and procedures. Knowledge of Department of Labor regulations. Skill in the use of a personal computer and various programs. Skill in communicating effectively both orally and in writing. Skill in organization. Ability to maintain accurate records. Ability to interview patients and evaluate patient abilities and interest. Ability to operate shipping and loading equipment.

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METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."